

Take A Stand: Breaking Barriers – Building Justice

<http://www.bostonwomensfund.org/>

Qualified candidates should email cover letters together with resumes to the attention of Josefina Vázquez, Executive Director: josefina@bostonwomensfund.org

Director of Development

Job Responsibilities

The Director of Development is a senior appointment with primary responsibility for developing, nurturing, organizing, and growing the BWF's network of committed donors. In addition, the Director of Development will work with the Executive Director to develop a new, comprehensive development plan in conjunction with BWF's strategic planning process. Other responsibilities include a range of independent and collaborative work including (but not limited to) oversight of the organizational development plan, strengthening existing donor relationships, working creatively to develop new opportunities, and building the visibility of the BWF within Massachusetts women's philanthropy. The BWF seeks to build donor and working partnerships with diverse communities (including women who have never thought of themselves as having the capacity to be philanthropists) because we believe a diverse donor base is critical to achieving social change.

The successful candidate will have the ability to take initiative and work independently and collaboratively as part of a multicultural team. A high level of professionalism, organization, attention to detail, and discretion is expected, as is a conscious and demonstrated commitment to supporting women of color in leadership roles. Our ideal candidate will be an excellent communicator in person and on paper, exceedingly well-organized, flexible, and enjoy the challenges of promoting a small, progressive foundation. She must also have a history of success working with culturally, racially, and socioeconomically diverse communities and organizations. This position reports to the Executive Director.

The Director of Development will:

- Design and implement all aspects of the annual development plan, including research, identification, solicitation, cultivation, and proposal development for individual and corporate giving and planned giving;
- Develop and grow the individual donor database in order to manage the annual giving campaign, cultivate new donors, and maintain regular contact with existing donors;
- Work with the Executive Director to implement plans and events for expanding major gifts;
- Provide staff support for the BWF Development Committee by building on the skills and knowledge of the Development Committee members and effectively organizing them to participate in fundraising, including advancing Board fundraising efforts;
- Work with the Executive Director to support the Grants Allocations process as well as preparation of development materials for the Board of Directors, donors, and grantees;
- Work with the Executive Director to improve BWF marketing and public relations, including the publication of the quarterly newsletter and annual report

Personal and Professional Skills and Qualifications

The ideal candidate will be an organized, articulate, creative, unflappable person with strong experience in grassroots community work and non-profit fundraising. She will possess excellent interpersonal skills (including race/class/cultural awareness, sensitivity, and respect for human differences) and be personally committed to the values and mission of the Boston Women's Fund. In addition, the ideal candidate will have most of the following professional and personal abilities, attributes, and experiences:

- 5+ years fundraising experience or relevant professional success in a community organization or philanthropy (or comparable positions)
- Demonstrated success in a culturally and racially diverse professional setting
- Excellent organizational skills and a problem-solving attitude
- Excellent verbal and written communication and the ability to represent the BWF with community members, other foundations, donors, representatives of grantee and other organizations, etc.
- Demonstrated qualities of a team player, ready to pitch in for any all-hands-on-deck moments
- Modern computer technology skills, including understanding the interaction of social networking media and development; and supporting software for development (Microsoft Word, Excel, PowerPoint and Outlook) and Raiser's Edge or equivalent
- Sense of humor
- Bachelor's degree (Master's degree in a relevant field desirable)

